

# DAY CARE CENTERS

## **I. WHEN IS A BUILDING PERMIT REQUIRED?**

A permit is required for every new Day-Care Facility, which is not the care provider's personal residence and will serve more than five children regardless of age. A permit is also required when it is proposed to increase the number or change in age range of occupants or change in floor area of an existing day care facility. This may not always involve physical alterations to the building.

## **II. WHAT REGULATIONS MUST I MEET?**

Contact the following agencies:

Building Code Plans Examination - 352-3271  
Zoning Code Administration - 352-3271  
Cincinnati Health Department – 564-1751  
Inspection Bureau Inc. - 381-6080  
Fire Prevention Division - 357-7584  
Ohio Department of Job and Family Services,  
Bureau of Child Care and Development – 877-302-2347 (OPTION 4)  
[www.jfs.ohio.gov/cdc/general.stm](http://www.jfs.ohio.gov/cdc/general.stm)

## **III. HOW DO I OBTAIN A PERMIT?**

Contact the Permit Center at (513) 352-3271 Complete an application for a permit and submit four sets of plans for review to the Permit Center, 805 Central Avenue Suite 500 Cincinnati, Ohio 45202. A plan processing fee must be paid at the time of application.

An acceptable set of plans should include the following:

- A. A plot plan showing lot dimensions, off-street parking spaces, access drives, all buildings on the lot along with their dimensions, height in stories, type of construction and uses, location of fenced playground, and the location of such buildings relative to each other and to property lines.
- B. Elevation views of all sides of the building showing windows, doors and other exit facilities, and accurately located grade lines.
- C. A program statement specifying the hours of operation, the number of children and their ages in each room.
- D. Floor plans of the entire story where the proposed facility is to be operated showing at least the following:
  - 1. Existing and proposed uses of all rooms and areas,
  - 2. Dimensions of all rooms used as part of the proposed center and number and age range of children in the program and in each room,
  - 3. Size, type and swing of all doors which serve as exits from day care rooms and from the building,
  - 4. Location, enclosure and details of all stairs,

5. Location of restrooms and/or classrooms and the number of fixtures in each
6. Notation of water temperatures at hand sinks used by children (the Health Department requires temperatures in the range of 100 to 110 degrees F.),
7. Provisions for access and use by the disabled,
8. Location and type of exit signs,
9. Location and construction of any new partitions or built in features,
10. Details of heating and ventilating system,
11. Location and enclosure of kitchen and complete details of range hood and exhaust system, if any,
12. Notation of water temperatures in kitchen: the Health Department requires a licensed food service operation to have water at a minimum of 120 degrees F. or higher as needed for an automatic dishwasher,
13. Interior finishes for day care rooms and all corridors,
14. Interior lighting plan to provide 40 foot candles of lighting throughout classrooms; 20 foot candles of light in hallways, storage areas and toilet rooms,
15. Location and type of fire alarm system, sprinkler system, if any,
16. Means of egress and emergency lighting system,
17. All pages and data properly sealed by the appropriate Design Professional,
18. Evidence of previous use group and construction type,
19. Door Hardware Schedule with function descriptions

**IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies have questions or comments, they will contact the person signing the application. Upon receipt of the necessary plan revisions and approvals, the Permit Staff will notify the applicant that the permit is ready and the balance of the permit fee will be due. Contact the Permit Center at (513) 352-3271.

**V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the Cincinnati Zoning Code, Cincinnati Building Code, Ohio Basic Building Code, and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned, or an inspection is not requested within one year of the issue date.

**VI. INSPECTIONS REQUIRED** (24-hour minimum notice)

Buildings and Inspections Division

Building Construction Inspections - 352-3271

Health Department

Day Care Licensing -

Food Service Operation License/Environmental Safety Inspection – 564-1751

State of Ohio

Department of Human Services/Bureau of Child Care Services – 877-302-2347 (OPTION 4)

**VII. ADDITIONAL**

For Type "A" Child Day Care contact the following agencies:

State of Ohio

Department of Job and Family Services/Bureau of Child Care Services – 877-302-2347 (OPTION 4)

Buildings and Inspections Division

Building Construction Inspections – 352-3271

Zoning Code Administration - 352-3271

Health Department

Food Service Operation License/Environmental Safety Inspection – 564-1751

State of Ohio – Food Service Operation - 1-614-466-1390

Cincinnati Fire Department

Fire Prevention Division - 357-7584